



MINUTES
March 11, 2010
8:30 a.m. – 10:30 a.m.
Missouri Department of Conservation

The meeting was called to order at 8:30 a.m. by Cathy Harris.

Media Materials – Sarah Irwin

- **See handouts.**
- Training Media Collection can be checked out just like books. You can reserve these items up to a year in advance if you know you are going to need them. You need a Missouri State Library Card to check any of the media collection out.
- Some agencies put the brochure in their “New Hire Packet” if anyone is interested in doing that please let Sarah know.
- Website & Phone Number: www.libref@sos.mo.gov 573/751-3615

Personnel – Guy

- Regular merchant employers – for not filing taxes (105.262) do not need to include jurisdiction.
- Record Retention issue – personnel files is 75 years. Some agencies replace with a summary card – the data warehouse may not be able to hold up to 75 years worth of files.

Accounting - Libbie

Important dates to remember:

- March 31, Deferred Comp going to STOP matching
- April 15, Duplicate W-2's for 2005 will STOP

Election of Chair/Co-Chair

Carrie Haley – Chair

Tammy Cavender – Co-Chair

A big “THANK YOU” to these two ladies for volunteering.

Other Business

The next meeting will be April 8, 2010 at TBD.

The meeting was adjourned.